

SIEC Advisory Working (SAW) Group Minutes
January 21, 2004

- Meeting minutes from the December 10, 2003 SAW Group were approved.
- Meeting minutes from the January 13, 2004 SAW Group were tabled until the next meeting. Minutes were not available at the time of this meeting.
- The preliminary results of the January 15, 2004, planning meeting were distributed. Discussion regarding the scope of the Interim Plan occurred. Discussion topics results included:
 - The time period for the Interim Plan should be considered to be March 31, 2004 until it is replaced. Replacement would occur when the final state plan is implemented or funded. The group discussed that implementation of the final plan may follow funding cycles. Specifically implementation of the SIEC final interoperability plan may be considered as July 1, 2005.
 - The Interim Plan should include measurable performance points or benchmarks. Discussion included using a scorecard method of reporting performance against benchmarks.
 - The Interim Plan should be considered as a set of guidelines for local agencies.
 - The Interim Plan should be drafted in a format that can serve as template or model for future local planning efforts versus a single-use document.
 - The Interim Plan should look at or address the requirement of operational capabilities relating to identified solutions. The group agreed that to be able to identify required operational capabilities, the inventory will need to provide a measurement of current capabilities.
 - Discussion regarding ICS and its role in the Interim Plan occurred. Concern was raised, and acknowledged, that small local agencies do not have staffing to support an ICS scenario.
 - The Interim Plan should incorporate, show clear linkages, to portions of the Washington Military Department, Emergency Management Division's Comprehensive Emergency Management Plan. The plan can be found at <http://emd.wa.gov/3-map/a-p/cemp/01-cemp-idx.htm>.
 - The planning group should consider the use of interoperability scenarios. The issue of scenario definition will need to be addressed to ensure the identifiable scenarios are realistic.
 - Discussion occurred regarding the timing of the local government survey.
 - Narrow definition of interoperability to center at the command level for the plan.
- Questions that were identified to be resolved in the development of the Interim Plan include:
 - Who is the intended audience for the Interim Plan?

- What is a realistic and appropriate scope for the Interim Plan?
 - What can we do in the short-term (the period of the Interim Plan)?
 - Will the Interim Plan incorporate existing interoperability frequencies?
- Potential questions for the SIEC and SAW group were identified for future discussion and consideration. These questions include:
 - What can we do to help locals improve interoperability?
 - Will the SIEC planning efforts include the use of VTAC and UTAC frequencies?
 - What are the key points and issues regarding narrow-band migration?
 - What level of interoperability is appropriate to target in the planning process? Should the planning effort include spectrum management, training, and/or command and control?
 - What can be improved regarding the survey tool? How should questions be drafted to support bench marking results? For example, should a benchmark identify the level of awareness of users of available interoperability resources such as frequencies? How do we refine existing survey questions to receive improve the quality of responses?
- The next SIEC SAW Group meeting is scheduled for February 4, 2004, at DIS from 1:30 PM to 3:00 PM.

Members present:

Sharon Fasnacht, Association of Washington Cities
 Lori Bame, Legislative Evaluation Accountability Program
 Curt Kyle, Washington State Emergency Management Division
 Jim Broman, Fire Chief of Lacey Washington Fire Chief's Association
 Mark Johnson, Department of Natural Resources
 Clark Palmer, Washington State Patrol
 Scott Bream, Department of Information Services